

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

May 22, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**GROUND MAINTENANCE AGREEMENT
WITH THE CITY OF CLAREMONT
(FIFTH DISTRICT) (3-VOTE MATTER)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and instruct the Chair to sign a five-year agreement for grounds maintenance with the City of Claremont (City) for the Claremont Library, at an initial payment of \$10,845.42 to be adjusted in accordance with the Consumer Price Index (CPI) in July 2003, and each successive year thereafter. This agreement shall be effective July 1, 2003 through June 30, 2008.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Los Angeles County Charter, Section 56-1/4 authorizes the Board of Supervisors to contract with a City to perform duties and functions for the County. The City has been providing grounds maintenance services for the Claremont Library located at 208 North Harvard Avenue, Claremont, CA 91711 since 1977. The County is satisfied with the services currently provided and wishes to continue the relationship with the City. The County benefits from the services provided by the City and recommends approval of the proposed agreement to continue these services.

Implementation of Strategic Plan Goals

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

FISCAL IMPACT/FINANCING

Under the terms of the agreement, the City will provide grounds maintenance services for the Claremont Library at an initial payment of \$10,845.42 to be adjusted in accordance with the Consumer Price Index (CPI) in July 2003, and each successive year thereafter, the July CPI shall be used to adjust the annual payment for a term of five consecutive years with an annual CPI adjustment not to exceed five percent (5%) every July.

Extra repairs required due to vandalism, equipment replacement needed from wear and tear, or re-landscaping of the property, will be billed at additional cost based on time and materials.

The annual service period under the new agreement will be July 1 through June 30, and the City will invoice the County on a Fiscal Year basis. In the event the City is prevented from performing the maintenance services for the Library, the City shall return to the County the pro-rata portion of any annual payment prepaid by the County.

The contract rate is comparable to outside contractors based on the Public Library's experience in this area. The cost for this agreement will be paid from existing funds included in the Department's operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This agreement is authorized under the provisions of Section 56-1/4 of the Charter of the County of Los Angeles and Title 1, Division 7, Chapter 5, (Sections 6500 et seq.) of the Government Code.

The agreement was reviewed and approved by County Counsel.

The standard County contract provisions for services from the private sector are not applicable to a contract for services provided by a City.

CONTRACTING PROCESS

Since this is an intergovernmental agreement, no competitive procurement is required.

The Honorable Board of Supervisors
May 22, 2003
Page 3

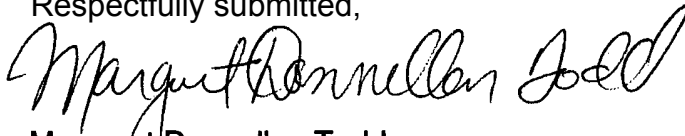
IMPACT ON CURRENT SERVICES

Approval of this agreement will assure continuation of current grounds maintenance services by the City without interruption.

CONCLUSION

The grounds maintenance services provided under the recommended agreement are essential to Public Library operations at the Claremont Library.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Margaret Donnellan Todd". The signature is fluid and cursive, written over the printed name.

Margaret Donnellan Todd
County Librarian

MDT:DF:EVT:jm

Attachments

c: Chief Administrative Office
County Counsel
Executive Office, Board of Supervisors
Auditor-Controller